

Introduction to Microsoft Outlook 2010

Provider: Vocational Training and Resource Center

Length: 1 Days

Cost: \$139

Cost Unit: Cost of the entire program

Website

<http://www.vtrc.org/vtrcCIS/CClassDescriptions/InOutlook2010.html>

Students will learn the fundamentals of using Outlook 2010 to coordinate email, appointments, events, contacts, tasks, journal entries and notes. Integration is a key concept with Outlook, and students will have the opportunity to see how the various components within Outlook, and the entire Microsoft Office 2010 suite work together.

Related Occupations

Billing and Posting Clerks
Cargo and Freight Agents
Data Entry Keyers
Information and Record Clerks, All Other
Insurance Claims and Policy Processing Clerks
Office Clerks, General
Order Clerks
Payroll and Timekeeping Clerks
Procurement Clerks
Production, Planning, and Expediting Clerks
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Social Science Research Assistants
Statistical Assistants
Word Processors and Typists